

COMPLAINT FORM

SECTION II — RESPONSE TO COMPLAINT

INSTRUCTIONS:

(1) You are required to file a response to this complaint within **14** days of receipt. **(2)** Read carefully the complaint that has been **filed** and the items that have been marked **on** page **4** through page **7**. The Board has required the complainant to provide **you** with a copy so that you can respond to the complaint. The board encourages dialogue with the complainant to attempt a settlement of these matters before they are scheduled for hearing. **(3)** Complete Section **II** — Respondent.

COMPLAINT FORM
SECTION II - RESPONDENT

Man **402.01** Receipt of Complaint Form by Respondent.

(a) Upon receipt of a complaint form, the respondent shall complete and file Section II - Respondent of the complaint form within **14** calendar days.

Man **402.02** Respondent.

(a) Name: _____

(b) Mailing Address: _____

(c) Telephone Number (Home) _____ (Work) _____

Man **402.03** Manufactured Housing Park Rules.

(a) Attach a complete copy of the manufactured housing park rules.

Man **402.04** Rebuttal Statement by Respondent.

(a) The respondent shall state with specificity the reasons for rebutting the complaint **as** specified in **401.04**. List each rebuttal statement separately citing **RSA 205-A:2**, **RSA 205-A:7**, and/or **205-A:8** and each affected paragraph thereof. (Use an attached list if necessary.)

Man **402.05** Certification by Respondent.

(a) By signing below, the respondent certifies under the penalties of **RSA 641** that all of the facts contained in this rebuttal are complete and truthful to the best of the signers knowledge; and that

(b) A completed copy of Section II - Respondent has been delivered to the complainant on _____ (Date) by hand delivery, mail or by courier.

Date: _____

(Signature)

(Signature)

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Man ~~402.06~~ Certification and Appearance by Respondent Representative.

(a) By signing below, the respondent representative certifies under penalties of RSA ~~641~~:

- (1) All certifications in **402.04** and **402.05** are true;
- (2) The respondent has authorized this representation; and
- (3) A copy of this form was sent to the client.

Date: _____

(Signature)

Man **402.07** Respondent Filing Instructions.

(a) The respondent shall file the completed rebuttal statements of the complaint form with the board by hand delivery, postmarked by the post office, or receipted by an overnight delivery service within **14** days of receipt of the complaint form.

- (1) Failure to timely file will constitute a default and the board shall default the respondent pursuant to Man **201.15**.

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